



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: District Emergency Response and Preparedness
NUMBER: BUL-5433.1
ISSUER: Michelle King, Senior Deputy Superintendent
School Operations
Office of the Superintendent
DATE: March 8, 2013

ROUTING
All Schools and Offices

PURPOSE: The purpose of this Bulletin is to inform schools and offices of the guidelines for prioritizing the use of District personnel and resources in response to an emergency event.

MAJOR CHANGES: This document replaces District Bulletin 5433.0 of the same subject issued by the Superintendent of Schools, dated March 30, 2011. The revised Bulletin reflects current District organization and contact information.

GUIDELINES: The following guidelines apply.

I. District Emergency Priorities

In the event of a major disaster or emergency, the priorities of the District's response will be:

1. The safety of students and staff
2. The protection of District property and resources
3. The restoration of our ability to continue our educational mission

These priorities will be pursued in that order in cooperation with all City, County, State and Federal resources. The District is in regular communication with these entities as well as the American Red Cross to plan for and respond to major emergencies. These priorities will govern the emergency management decisions made at all levels of the District, from schools and offices to the central office.

As public employees, under Section 3100 of the California Civil Code, all District employees are Disaster Service Workers and will play a critical role in addressing the District's emergency response priorities. As Disaster Service Workers, employees will be tasked with caring for our students and each other. Every employee must be prepared to fulfill this function.

II. Prepare Yourself and Your Family

Southern California has one of the highest incidents of declared disasters in the



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nation. Experience has shown that the steps taken before an emergency have the single biggest influence on the outcome. Just as all schools have Safe School Plans and emergency supplies, all employees should have an emergency plan and supplies for their family and loved ones. It will be comforting to have supplies at home, at work and in your car. These plans and supplies should be supported with training. For information on home emergency kits and plans, please see the American Red Cross web site at www.redcross.org.

III. Training

Emergency preparedness and response training is available through LAUSD and in the community, and all District employees are encouraged to take advantage of all available resources.

- District Nursing Services offers First Aid and CPR classes. Employees can sign up for classes on the Learning Zone at lz.lausd.net.
- Community Emergency Response Team (CERT) training is a free 17 hour course offered by local fire departments and municipalities. Information on classes is available at STEPS.lausd.net.
- STEPS (Safety Training for Emergency Preparedness at Schools) is the LAUSD online training program to prepare employees for various emergency situations. Short courses are offered via the Learning Zone. More information is available at STEPS.lausd.net.
- The American Red Cross offers many classes on a variety of topics, including First Aid/CPR and Emergency Preparedness. Information is available on their website at www.redcross.org.

AUTHORITY: This is a policy of the Superintendent of Schools. The below legal standards apply to this policy.

RELATED RESOURCES: Section 3100 of the California Government Code
Katz Bill, California Assembly No. 2876, 1984
Petris Bill, California Senate No. 1841, 1982
No Child Left Behind Act of 2011
Good Samaritan Law – California Civil Code

ASSISTANCE: For assistance or further information, please contact:
School Operations-Emergency Services
(213) 241-3889
emergencyservices@lausd.net